



## DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NAVAL AIR STATION  
700 AVENGER AVENUE  
LEMOORE, CALIFORNIA 93248-5001

NASLEMINST 5420.10F

022

**AUG 16 1994**

### NAS LEMOORE INSTRUCTION 5420.10F

From: Commanding Officer, Naval Air Station, Lemoore

Subj: PROCEDURES FOR COMMAND SANCTION OF PRIVATE ORGANIZATIONS  
ABOARD NAS LEMOORE

Ref: (a) Navy Comptroller Manual, Volume 7

Encl: (1) Sample NAS Lemoore Letter of Designation

1. Purpose. To publish procedures private organizations must use to acquire and maintain command sanction for operation aboard and/or use of facilities at NAS Lemoore.

2. Cancellation. NASLEMINST 5420.10E

3. Discussion. The Commanding Officer needs to be kept advised of the status and plans of sponsored and/or facility users at NAS Lemoore. This instruction applies to those private organizations that exist for the benefit of military personnel and their family members as defined by reference (a).

#### 4. Action

a. Each organization desiring to operate aboard or utilize the facilities at the Naval Air Station must request permission of the Commanding Officer. The request shall include the plans, goals, and rules of the organization and will name one active duty officer as a command representative.

b. The command representative may or may not be an officer within the organization, but preferably should be an active member. This representative advises the organization in matters relating to existing regulations and operational safety. The Commanding Officer shall be kept advised of any discrepancies, violations, or problems encountered by the organization. Of prime consideration are safety, ethics, goals, and adherence to existing regulations. The command representative shall become thoroughly familiar with the structure and the operation of the organization. Responsibilities are:

(1) To ensure that the organization is operated in a manner most beneficial to all members and in the best interests of the U.S. Navy.

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(2) To ensure that a current copy of the by-laws is retained by the Command Evaluation Office (Code 022).

(3) To ensure required financial statements are prepared and submitted when requested by the Commanding Officer.

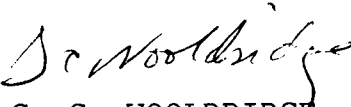
c. Each activity shall send any change in command representative to the NAS Lemoore Command Evaluation Office stating the name, rank, activity, and phone number of appointee.

d. Upon notification of the activity command representative, a letter of designation in the format of enclosure (1) will be forwarded to each representative by the Commanding Officer, NAS Lemoore.

e. Commanding Officer, NAS Lemoore will issue a semi-annual notice, listing all command representatives.

f. Organizations will submit financial reports, when required by the Commanding Officer, to their command representative for forwarding to the Commanding Officer.

g. Organizations desiring to conduct fund raising events will ask permission in writing from the Commanding Officer. The request will contain the purpose for which the funds will be used and the method by which they will be raised (i.e., bake sale, car wash, etc.). It is command policy to permit fund-raising events for those command sponsored private organizations that exist for the morale, welfare, and recreation of military personnel and their dependents.

  
G. C. WOOLDRIDGE

Distribution: (NASLEMINST 5215.2U)  
Lists B & E  
Command Representatives

**AUG 16 1994**

From: Commanding Officer, Naval Air Station, Lemoore  
To: \_\_\_\_\_

Subj: ASSIGNMENT AS COMMAND REPRESENTATIVES

Ref: (a) NASLEMINST 5420.10F  
(b) NASLEMINST 7010.7E

1. You are assigned the responsibility of command representative for \_\_\_\_\_. Acting in this capacity, you shall carry out the instructions outlined in reference (a), while keeping liaison between the Commanding Officer and members of this organization. You shall become familiar with the structure and operation of this organization.

2. The command representative will advise the organization in matters relating to existing regulations and operational safety and keep the Commanding Officer advised of any discrepancies, violations or problems experienced by the organization. In addition, you will ensure financial statements are submitted, as appropriate per reference (b).

(COMMANDING OFFICER)

Encl (1)